

**GENERAL INSTRUCTIONS - APPLICATION FOR VARIANCE/APPEAL
BOARD OF ZONING ADJUSTMENT**

1. NATURE OF VARIANCE/APPEAL

In describing the exact nature and type of variance or appeal being requested, the applicant must clearly indicate the specific requirements that are being requested for a variance and/or the administrative decision or interpretation that is being appealed. The applicant should describe the particular provisions of this Ordinance or other laws that prevent the proposed use or construction and how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

2. SUPPORTING INFORMATION

The applicant must provide a site plan as a part of the application. The site plan shall be drawn to a scale and fifteen (15) copies provided. The site plan must accurately show north arrow, vicinity map, streets, sidewalks, property lines, location of utilities, natural features, easements, the location of existing and proposed construction, open yard areas, curbs, fences, walks, driveways, parking (with each space clearly delineated), entrances and exits, signs and any other information the Zoning Administrator may deem appropriate to present to the Board of Zoning Adjustment.

Upon request, fifteen (15) copies of elevations of the proposed development must be provided.

3. NOTIFICATION

In applying for a variance, the applicant shall supply the names and addresses typed on gum-backed labels of owners of property within two hundred (200') feet of the perimeter of the property where the variance is being sought.

4. FEE

A filing fee of \$200 must accompany every application.

5. ATTENDANCE

No action will be taken on any application unless the applicant or authorized agent is present at the meeting to answer any questions that may be raised at the meeting.

If you have any questions, please call 337-291-8445.

**APPLICATION FOR VARIANCE/APPEAL
BOARD OF ZONING ADJUSTMENT**

1. Name of Applicant(s): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____
2. Name of Property Owner (if different than applicant): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____
3. Address and Legal Description of Property: _____

4. Name of Agent: _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____
5. Requested Variance/Appeal: _____

6. Reasons and justifications for Variance/Appeal: _____

CERTIFICATION AND AGREEMENT

1. The applicant/owner declares that the statements on this application are true and correct.
2. The owner's signature is certification that he/she is the owner of the subject property and consents to the submission of the application for a variance, even if a non-owner applicant submits the request.
3. By filing a petition for a variance, the applicant/owner consents to allow the appropriate City-Parish employees to enter the property described in this variance request for the purposes of installation, maintenance and removal of a public notification sign and to inspect and photograph the site.
4. The owner and applicant acknowledge that the actions of the Board of Zoning Adjustment have no effect on any existing private Subdivision Restrictions or Covenants. Compliance with any applicable private regulations is a civil matter and the responsibility of the property owner.

Signed this _____ day of _____, 201____

Owner _____
(Print Name)

(Signature)

Applicant _____
(Print Name)

(Signature)

**MEMBERSHIP
BOARD OF ZONING ADJUSTMENT**

MEMBER	TERM EXPIRES
Elroy Broussard, Chair	06/30/2015
Sean Daly	06/30/2018
Chris German	06/30/2017
Steven C. McGinity	06/30/2014
Stanford McNabb	06/30/2016
Corey Cloninger, Alternate #1	01/19/2014
Vacant, Alternate #2	01/19/2013

All correspondence with the Board members must be directed through the Planning, Zoning and Development Department at 337-291-8445, mailing address:

Lafayette Consolidated Government
Planning, Zoning & Development Department
P.O. Box 4017-C
Lafayette, LA 70502

Please do not contact the individual Board members as it may be in violation of the Board's Rules of Policy and Procedure and may affect the outcome of any Board decision. If you feel it imperative to speak with a Board member prior to a meeting, contact the Department of Planning, Zoning and Development, and we will relay your request to the member involved.

**BOARD OF ZONING ADJUSTMENT
2015 APPLICATION AND MEETING DATES**

DEADLINE DATE

MEETING DATE

Monday, December 15, 2014

Thursday, January 8, 2015

Tuesday, January 20, 2015*

Thursday, February 12, 2015

Monday, February 16, 2015

Thursday, March 12, 2015

Monday, March 16, 2015

Thursday, April 9, 2015

Monday, April 20, 2015

Thursday, May 14, 2015

Monday, May 18, 2015

Thursday, June 11, 2015

Monday, June 15, 2015

Thursday, July 9, 2015

Monday, July 20, 2015

Thursday, August 13, 2015

Monday, August 17, 2015

Thursday, September 10, 2015

Monday, September 14, 2015

Thursday, October 8, 2015

Monday, October 19, 2015

Thursday, November 12, 2015

Monday, November 16, 2015

Thursday, December 10, 2015

*Office closed Monday, January 19, 2015 for Martin Luther King, Jr. Holiday.

The Board of Zoning Adjustment meets at 5:30 p.m. in the Planning & Zoning Auditorium, 220 West Willow Street, Building B.